

**NEW JERSEY MODEL EMPLOYER/AGENCY AGREEMENT
FOR UNPAID, SCHOOL-SPONSORED STRUCTURED LEARNING EXPERIENCES**
(*N.J.A.C. 12:56-18, School-to-Work Program and N.J.A.C. 6A: 6A:19-4, Structured Learning Experiences*)

PART I: STUDENT INFORMATION

Student Name: _____ Student#: _____ Date of Birth: _____

Student Address: _____ City: _____ State: _____ Zip: _____

SLE Teacher Supervisor: _____ Student Emergency Phone #: _____

EMERGENCY CONTACT INFO: Name: _____ **Relation:** _____

Business/Agency Name: _____ Employer ID #: _____

SLE Site Address: _____ City: _____ State: _____ Zip: _____

SLE Site Telephone: _____ Fax: _____ E-mail: _____

SLE Start Date: _____ End Date: _____ Work Site Mentor: _____

SLE Hours of SLE Activities: _____ to _____ ☒ All That Apply: Mon. _____ Tue _____ Wed _____ Thus _____ Fri _____

Student will report to the SLE site: Daily _____ Every (day of week) _____ Other: _____

PART 2: SCHOOL ADMINISTRATOR AND BUSINESS/AGENCY RESPONSIBILITIES

Consistent with the New Jersey Department of Education administrative code, *N.J.A.C. 6A:19-4, Structured Learning Experiences*, the school district agrees to ensure the following:

- (1) All structured learning experiences shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor, (*N.J.A.C. 6A:19-4.1(c)*).
- (2) The district will provide the appropriate student supervision through district employees and/or contracted services. The district may also be responsible for providing other services as required by rule or statute, (*N.J.A.C. 6A:19-4.1(b)*).
- (3) The student will be placed in training sites deemed non-hazardous, (*N.J.A.C. 6A:19-4.1(c)*).
- (4) The student will be supervised by the appropriately licensed teacher or other designated district employee holding the appropriate license, (*N.J.A.C. 6A:19-4.3*)
- (5) The district will maintain the student's records reflecting the unpaid, career orientation structured learning experience, (*N.J.A.C. 6A:19-4.1(d)*).

Consistent with the New Jersey Department of Labor and Workforce Development Child Labor Regulations, *N.J.A.C. 12:56-18.2, School-to-Work Programs*, the school district and business/agency understand that an unpaid structured learning experience taking place at a work site must include all of the following elements to be consistent with a "learning experience" and not be considered "employment." We agree to ensure that the structured learning experience meets the following regulatory requirements:

- (1) The student shall be at least 16 years of age;
- (2) The SLE activities must be related to a formal training plan (attached to this form) for the student;
- (3) There is collaboration and planning between worksite staff and school staff resulting in clearly identified learning objectives related to the activities that will be contained in the student training plan;
- (4) Any productive work is incidental to the student achieving the planned learning objectives;
- (5) The student is expected to achieve the learning objectives and will receive a grade/credit for time spent at the worksite;
- (6) The student is supervised by an appropriately licensed school official and a workplace mentor;
- (7) The unpaid SLE is of a limited duration, related to an educational purpose and there is no guarantee or expectation that the activity will result in employment; *and*
- (8) The student does not replace an employee.

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In addition, the school district, business/agency, student, and parent/guardian understand that the student is not entitled to wages or an offer of employment at the conclusion of the unpaid, school-sponsored structured learning experience.

Name/Title of School Administrator _____ Signature: _____

Date: _____ District/School Code _____ Name of District: _____

Mailing Address: _____ Phone _____ Fax _____

Name/Title of Business/Agency Officer _____ Signature: _____

Business Mailing Address _____ Phone _____ Fax _____

PART 3: INSURANCE STATEMENT: The school district and the employer/agency agree to provide copies of their respective insurance certificates prior to the start of the unpaid, school-sponsored structured learning experience. In addition, the parties agree to the scope, nature, and responsibilities for insurance coverage of this unpaid structured learning experience.

PART 4: STUDENT RESPONSIBILITIES

I agree to follow the conditions of the unpaid, school-sponsored structured learning experience (SLE) listed below:

- (1) I will maintain regular attendance both in school and at the SLE site. I will notify the school and the appropriate employer/agency contact person if I will be tardy arriving to or if I am unable to report to my SLE site.
- (2) I will keep a daily record of my time and activities at my SLE site, and I will submit my completed SLE reports as required.
- (3) I will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- (4) I will obey the rules and regulations of my SLE site and comply with the business/agency's business practices and procedures.
- (5) I will talk to my SLE teacher supervisor and/or my workplace mentor about any difficulties arising during the structured learning experience.
- (6) I will work to acquire the knowledge and skills as outlined in my SLE student training plan.*
- (7) I will furnish my SLE teacher supervisor with all necessary information pertaining to my unpaid SLE, including all SLE-related assignments and reports. I understand that my SLE grade or credit will be based upon the satisfactory completion of my SLE assignments, time and activity reports, and evaluations.

I understand that this structured learning experience is not employment and I am not entitled to wages or a promise of employment at the completion of the unpaid structured learning experience, as per the NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.

SIGNATURE OF STUDENT: _____ **Date:** _____

* The unpaid SLE student training plan is attached to this student training agreement.

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PART 4: PARENT/GUARDIAN RESPONSIBILITIES

I agree to the following conditions of the unpaid, school sponsored structured learning experience (SLE) listed below:

- (1) I will encourage my child or ward to effectively carry out the SLE assignments and responsibilities as outlined in the student training plan.*
- (2) I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.
- (3) I will report any concerns raised by my child or ward regarding the structured learning experience to the SLE teacher supervisor.

I understand that this unpaid, school-sponsored structured learning experience is not employment and that the student is not entitled to wages or a promise of employment at the completion of the structured learning experience, as per the NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.

I hereby give my consent for _____ to participate in unpaid structured learning experience activities during the current school year.

PARENT/GUARDIAN SIGNATURE: _____ **Date:** _____

** The unpaid SLE student training plan is attached to this student training agreement.*

PART 5: COMPLETION OF UNPAID, SCHOOL-SPONSORED STRUCTURED LEARNING EXPERIENCE

Upon completion of the unpaid, school-sponsored structured learning experience, I certify that the student has received training in the areas indicated on the attached student training plan**:

Student Signature: _____ Date: _____

Employer/Agency Signature: _____ Date: _____

SLE Teacher Supervisor: _____ Date: _____

School Administrator Signature: _____ Date: _____

School Grade or Credit Awarded: _____

*** If not, explain why here:*

****ATTACHMENT: Unpaid Structured Learning Experience Student Training Plan***

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ADDITIONAL IMPORTANT INFORMATION

- Attach a copy of the student training plan to this document before signatures are gathered. Training Plan (N.J.A.C. 12:58-1.2(d), *New Jersey Department of Labor and Workforce Development*) means a plan that identifies training site experiences, program objectives, individual responsibilities and measurable outcomes. The training of all students shall be developed with a training plan. All structured learning experiences must be accompanied by a student training plan.
- “Structured learning experience (SLE)” means experiential, supervised, in-depth learning experiences that are designed to offer students the opportunity to more fully explore career interests within one or more of the Career Clusters, as described in N.J.A.C. 6A:8-3.2, Career education and counseling. SLEs are designed as rigorous activities that are integrated into the curriculum and that provide students with opportunities to demonstrate and apply a high level of academic attainment; develop career goals; and develop personal/social goals.
- This form may be used for the following paid, school-sponsored structured learning experience placements as defined in Section II of the “Guidelines for Structured Learning Experiences”:
 - 12th grade options
 - School-based enterprise
 - Service learning
 - School-to-work activities
 - Sheltered workshops*
 - Vocational assessment/exploration*
 - Volunteering

* *Requires an Individual Education Plan (I.E.P.)*

- Link to “Guidelines for Structured Learning Experiences”: http://www.nj.gov/njded/voc/sle/sle_man.htm
- Link to “Child Labor Laws for Employers” Brochure: <http://www.nj.gov/labor/lssc/forms/MW-36.pdf>
- Link to New Jersey Child Labor Laws and Regulations:
http://lwd.dol.state.nj.us/labor/wagehour/lawregs/child_labor_law.html
- Youth Rules for Positive and Safe Work Experiences: <http://www.youthrules.dol.gov/>
- "Youth 2 Work" Teen Worker OSHA Resources: <http://www.osha.gov/SLTC/teenworkers/>